


## 2021 CIGRE SESSION GUIDE FOR DISCUSSION CONTRIBUTORS



***CIGRE's Centennial Session will proceed from 18<sup>th</sup> to 27<sup>th</sup> August 2021.***  
***- Due to the Covid situation across the globe, the decision has been made to hold the 2021 Centennial Session as a virtual event. This Virtual Centennial Session will be a unique immersive digital experience, professionally broadcasted from the Palais des Congrès of Paris. As for regular Sessions, duly registered delegates can prepare contributions in response to the Special Reports questions for the Group Discussion Meeting. See the program on CIGRE [website](#). More details in this guide.***

**Please read these instructions carefully**

### 1. INTRODUCTION

CIGRE Sessions are based upon the “Special Reporter” system, i.e. selected papers are not presented individually by authors during the Discussion Group meeting, but are incorporated in a “Special Report” which sets forth the essence of the papers and structures their discussion, in the form of ‘Questions’ calling for contributions from the audience.

The present instructions are intended for Delegates who plan to contribute to the discussions (we shall name them contributors, “authors” is preferably used for Session papers); these instructions should be observed to ensure high quality exchanges.

**These guidelines take into account the following:**

The set of Session papers is available for downloading through a dedicated platform before the Session to all duly registered delegates only.

The Special Reports are available to all on free access on the CIGRE Centennial website, [Group Discussion Meetings](#) section.

Intended contributors should prepare two versions of their contribution: a visual version for the Discussion Group Meeting – 2 or 3 slides maximum – and a written version – text only – more explanatory.

Both versions should be made available in advance to Study Committees Chairs **before the Session**. They will also be part of ‘Session Proceedings’ - unless otherwise indicated by authors. Session Proceedings will be available to all delegates a few weeks after the Session- for downloading.

The Proceedings comprise, for each Discussion Group Meeting: the relevant Special Report, the written contributions and the visual supports to the discussions, the slides of the Poster Session and the General Report drawn up after the Session which reports on the discussions and draws conclusions.

## 2. GUIDELINES FOR THE DISCUSSIONS

- **Discussion Group Meetings are run as follows:**
  - Introduction by Chair
  - Presentation of Preferential Subject 1
  - Prepared contributions relevant to the subject (visuals)
  - Spontaneous contributions, if any
  - Possibly, general discussion
- ...Same pattern to follow with discussion of Preferential Subject 2 and others if any
- **A contribution should answer only one 'Question' from the Special Report.**
  - **Time is limited to 3-4 minutes per contribution** to accommodate a large number of speakers.
- Advice to speakers is:
- Focus on the main message
  - Highlight just a few items, give a few key figures
  - Highlight novel points of interest
  - Avoid recalling background information known to the audience
  - Avoid complex tables or presentations calling for explanation
  - Follow specific recommendations of the Special Reporter, if any.
- **-Style for visual presentation:** Conversational style is the ideal form of presentation. Reading out and giving too dense information which is hard to follow should be avoided. Speech should be relatively slow considering the different nationalities represented. The oral presentation should give the main points and conclusions; full text is delivered in the written version of the contribution only.
  - **- Contributions broadcasting: will be ensured by qualified technicians of the Palais des Congrès of Paris.** Contributions should be made available to the Study Committee Chair or Special Reporter for approval before the meeting.
  - **A few hints to keep in mind:**
  - Avoid too detailed visuals
  - Keep the message simple (show curves rather than tables or figures). More elaborate illustrations may of course be supplied with the written text
  - Use of colours: generally, warm colours are used for emphasis, cold colours to point to a negative aspect when drawing comparisons.

**Logos:** Company logos or names may appear **on the first slide of the presentation only**, in a reasonable size.

### 3. CONTRIBUTIONS

#### 3.1 Prepared contributions

Delegates should prepare their contributions and upload them in advance on a [dedicated platform](#) to the attention of Study Committee Chair and Special Reporter - usually three weeks before the Session – so that the meeting could be prepared at the best.

**Important point: Access for contributions uploading is only through the registrations portal. Therefore, intended contributors should have completed their registration prior uploading their contribution(s). Contributors will receive an acknowledgement by email after uploading.**

**The Study Committee Chair and Special Reporter will carefully examine all the proposals. Contributors will be notified by email after the reviewing and encouraged to take note of the decision and remarks from the Study Committee Chair on the platform.**

Speaking time and sequence for each participant will be defined by Study Committee Chair and communicated to contributors before the Group Discussion Meeting.

**Intended contributors are strongly encouraged to read carefully Study Committees [Special Reports](#) on Cigre website for detailed information regarding the procedure.**

### 4. POSTER SESSIONS

There will be no Poster Sessions during the Virtual Centennial Session, as authors already had the opportunity to present their Paper individually during the 2020 e-Session.

**Please be aware that the deadlines specified by the Study Committee Chairs may differ from those given in these guidelines.**

**In this case, the instructions given by Study Committee Chairs in the [Special Reports](#) will take priority over the present rules.**

COLLECTION OF THE CONTRIBUTIONS FOR THE PROCEEDINGS  
(see Appendix 1)

The Proceedings posted on the website are structured according to this principal: one question → one contribution → 2 files (visual and text).

- **Handing in of proceedings**

- Contributions and Poster Sessions files previously sent at least three weeks before the Session as indicated above

Past this delay no contribution will be inserted in the Session Proceedings and the name of the contributor will be deleted from the list of contributors.

- **Contributions presentation instructions**

Written contributions :

- Length: 1000 words maximum
- Text: Font size 10
- Format: PDF. Identification of the file: SC, Preferential Subject, question number as specified in the Special Report - see lay-out below :

A1\_PS1\_Q1

- Illustrations: in the body of the text, same file
- Name, country and registration number of contributor to be mentioned in the top left hand corner of each page of text. Group, Question number, should appear in the top right hand corner. (Sample page in Appendix). A sample page will be available for downloading on the website on the Session page. Contributors are kindly requested to use this template. All pages of a contribution should be numbered.

Visual support

- Please use the template for your slides.
  - Templates for both written contributions and visual presentation are available on [2021 Session website](#) – Group Discussion Meetings section.

- **Control before edition**

The proceedings contents are reviewed by the Chair of the Discussion Group Meeting and by the Special Reporter(s). The Proceedings follow the chronological order of the contributions during the Discussion Group Meeting.



# APPENDIX 1

## written version template

NAME :  
COUNTRY :  
REGISTRATION NUMBER :

SC REF. :  
Pref. Subject :  
QUESTION N° :

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Start typing here your contribution

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